

**CONFIDENTIAL**

E06-2023

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6 September 1956

MEMORANDUM FOR: Chiefs, Senior Staffs  
 Chiefs, Area Divisions  
 Chief, International Organizations Division  
 Chief, Inspection and Review Staff  
 Special Support Assistant for the Deputy Director (Support)

ATTENTION : Training Officers

SUBJECT : DDP Training Officers' Regular Meetings

1. To facilitate effecting the training business of the Clandestine Services, regular meetings of all DD/P Training Officers will be held every other Wednesday at 1400 hours in Room 1037 "K" unless otherwise advised. The schedule through December 1956 is as follows:

* 12 September	7 November
26 September	21 November
* 10 October	5 December
24 October	19 December
* to be held in 2035 "K"	

2. Members of the Clandestine Services Training Committee and appointed Staff and Division Training Officers are required to attend all stated meetings regularly. In cases of emergency precluding attendance, an authoritative substitute representative should attend. Unit training assistants are invited and should be encouraged to come, at the discretion of the Training Officer concerned.

3. The training representative of the following offices are cordially invited to attend the DD/P Training Officers' Meetings, for the purpose of keeping informed and rendering advice on training matters of mutual concern to the Clandestine Services and the organizations listed:

- a. Office of Communications
- b. Office of Security
- c. Cable Secretariat
- d. Office of Training (Registrar, and the representative of the DTR only.)

JOB NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 22 NO CHANGE  
 IN CLASS / DECISIONS CHANGED TO: TS S (RET. JUST. 22)  
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4. Other guests and representatives will be invited by the Chairman, Clandestine Services Training Committee as required by the business agenda of meetings, on a strict need-to-know basis.



DD/P Training Officer

cc: Chief, Office of Security  
Chief, Office of Communications  
✓ Director of Training  
Cable Secretariat

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